

# How to Enter Bi-Weekly Child Care Attendance

The screenshot shows the 'Child Care Provider Portal' interface. At the top, there are navigation tabs: Home, Provider Home, CCA Attendance, and CCA BiWeekly Attendance (which is highlighted). Below the tabs is a login section with a username field containing 'K B', a password field, and a 'Login' button. A timer indicates 'You will be logged out in: 15:53'. On the right side, there are buttons for 'Mark as Complete', 'Submit Attendance', 'Print', and 'Cancel'.















The main section is titled 'Bi-Weekly Attendance'. It includes navigation buttons: '< Prev', 'Next >', '< Previous Child', and 'Next Child >'. The 'Billing Period' is set to 'October 17, 2011 - October 30, 2011'. Below this, there is a form for child information: 'Child Name' (H D), 'Parent Name' (R M), 'KT Case Number' (KT09), and 'Status' (Ready for Entry).

The bottom section is a calendar grid for the billing period. The days are listed from Monday to Sunday, with dates from October 17 to October 30. Each date has an 'Edit' button below it.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23
Edit	Edit	Edit	Edit	Edit	Edit	Edit
Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30
Edit	Edit	Edit	Edit	Edit	Edit	Edit

1. Are you viewing the correct **Billing Period** to enter attendance?
  - If yes, continue with step 2.
  - If no, move to the correct Billing period by clicking the **< Prev** or **Next >** buttons or select the week using the calendar button.
2. Are you viewing the correct child?
  - If yes, continue with step 3.
  - If no, move to the correct child by clicking the **< Prev Child** or **Next Child >** buttons, or selecting the child from the list in the dropdown box.

3. Using your mouse, click the  button for the day you wish to enter attendance.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9
						
Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16
						

Another window will open with the attendance entry form.

**Edit Attendance**

Attendance Date: Monday, October 03, 2011

Time In

Time Out

Time 1:  To

Time 2:  To

Absent: ☐

Save

Clear

Cancel

4. Using your mouse, click within the **Time In** and **Time Out** fields you wish to enter. A scroll bar will appear when you click. Scroll to the time you want, and when the correct time is highlighted, click your mouse to select it.

If the child was expected to be in care, but did not arrive, click the **Absent** box for that day, instead of a **Time In** and **Time Out** entry.

Click **"Save"** to save the attendance entries or **"Clear"** to erase your entries and start over.

Click **"Cancel"** to close the attendance box without making any changes.

**NOTE:** Leave the daily attendance blank for the child if they are not scheduled to be in care on that day.

The screenshot shows the 'Edit Attendance' form for the date Monday, October 03, 2011. A dropdown menu is open, displaying a list of times from 12 AM to 11 PM. The form includes fields for 'Time In' and 'Time Out', an 'Absent' checkbox, and buttons for 'Save', 'Clear', and 'Cancel'. The background shows a 'Timesheet 4 of 5' for the period October 03, 2011 – October 16, 2011.

Here are some examples for entering attendance times:

- A. **Full day of care** – 9:00AM until 5:30PM. Enter the in and out times in the row labeled “Time1”:

The screenshot shows the 'Edit Attendance' form for Monday, October 03, 2011. The 'Time In' field for 'Time 1' is set to 09:00 AM and the 'Time Out' field is set to 05:30 PM. The 'Time 2' fields are empty. The 'Absent' checkbox is unchecked. The 'Save', 'Clear', and 'Cancel' buttons are visible at the bottom.

- If the child does not require a second entry to be recorded, leave the second row

(labeled "Time2") blank.

- The <Tab> key will move across the rows and then down the columns. Use your mouse to click the data field you wish to enter in to display the scroll bar tool.

**B. Before and after school care – 7:30AM to 8:30AM and 3:00PM to 5:00PM:**

**Edit Attendance**  
Attendance Date: Monday, October 03, 2011  

Time In		Time Out	
Time 1:	07:30 AM	To	08:30 AM
Time 2:	03:00 PM	To	05:00 PM
Absent: <input type="checkbox"/>			
<input type="button" value="Save"/>		<input type="button" value="Clear"/>	<input type="button" value="Cancel"/>

**C. Overnight care:**

- If you have a child in your care past Midnight, you must enter the attendance on both days. For example, the child is in your care from 8:00PM Monday until 6:00AM Tuesday. You would enter the attendance like this:

**Edit Attendance**  
Attendance Date: Monday, October 03, 2011  

Time In		Time Out	
Time 1:	8:00 PM	To	12:00 AM
Time 2:	__:	To	__:
Absent: <input type="checkbox"/>			
<input type="button" value="Save"/>		<input type="button" value="Clear"/>	<input type="button" value="Cancel"/>

**Edit Attendance**

Attendance Date: Tuesday, October 04, 2011

Time In

Time Out

Time 1: 12:00 AM To 6:00 AM

Time 2: \_:\_ To \_:\_

Absent: ☐

Save

Clear

Cancel

- For multiple days in a row of overnight care, the attendance would be entered like this:

**Edit Attendance**

Attendance Date: Monday, October 03, 2011

Time In

Time Out

Time 1: 8:00 PM To 12:00 AM

Time 2: \_:\_ To \_:\_

Absent: ☐

Save

Clear

Cancel

**Edit Attendance**

Attendance Date: Tuesday, October 04, 2011

Time In

Time Out

Time 1: 12:00 AM To 06:00 AM

Time 2: 08:00 PM To 12:00 AM

Absent: ☐

Save

Clear

Cancel

**Edit Attendance**

**Attendance Date: Wednesday, October 05, 2011**

**Time In**

Time 1:  To

Time 2:  To

**Time Out**

Absent: ☐

5. When you have entered the attendance data for the day, click **“Save”** and the entry window will close and the Bi-Weekly Attendance page will display again.

Iowa Department of Human Services

**Child Care Provider Portal**

Home
Provider Home
CCA Attendance
CCA Bi-Weekly Attendance

Location:  You will be logged out in 19:17 Logout

**Bi-Weekly Attendance** < Prev Billing Period: October 03, 2011 - October 16, 2011 Next >

< Previous Child
Timesheet 3 of 5
Next Child >

Child Name:

Parent Name:

KT Case Number:

Status: Saved

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9
8:00 PM - 12:00 AM	12:00 AM - 6:00 AM 8:00 PM - 12:00 AM	12:00 AM - 6:00 AM				
<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>
Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16
<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>

- If you are not done entering attendance data for this child, select another day and repeat these steps

- If you are totally done entering this child's attendance data for the entire 2-week billing period click "**Mark as Complete**" in the box at the top right of the screen.

6. **Only attendance sheets marked as "Complete" can be submitted to DHS for payment.**

7. Once an attendance sheet is "Submitted" for payment it cannot be changed.

**IMPORTANT!** You may enter attendance data and save multiple times; however, you may only submit an attendance sheet once. Before you submit, be sure to enter all attendance for the child for the two week billing period because you will be unable to make changes to the child's attendance once you've submitted it.

### **Billing & Payment Policy**

You may only submit attendance sheets for the children and hours / units specified in the Certificate of Enrollment. Any care provided outside the authorized time will need to be billed directly to the family and not submitted to DHS.

Attendance sheets are processed once a complete and correct form has been successfully received by DHS. Payments are calculated per unit. One unit equals five (5) hours. There are no partial units. The calculated time would be rounded up to the nearest unit and paid accordingly (per your Certificate of Enrollment). For example, 6 hours would be 2 units.

### **Questions?**

For questions, please contact the DHS Centralized Child Care Assistance Unit by calling 1-866-448-4605.